

STATE PROCUREMENT OFFICE

SPO Price List No. 97-50 (All Islands)
Replaces SPO Price List No. 97-29

PADDED STANDARD FORMS

July 1, 1997 to December 31, 1997

Purchase orders for padded-type Standard Forms shall be placed with Correctional Industries using the following information:

<u>Vendor Code</u>	<u>Vendor</u>	<u>Address</u>	<u>Telephone</u>
61377-01	Department of Public Safety Correctional Industries	99-902 Moanalua Road Aiea, HI. 96701	486-4883 ext 580/581

All orders shall be received by Correctional Industries by December 31, 1997, include delivery to Oahu destinations, all applicable taxes and all other costs except mailing costs for neighbor island orders, which will be added to invoices as a separate charge. The minimum amount for delivery on Oahu shall be \$15.00. Agencies ordering less than \$15.00 may be assessed a shipping fee if delivery cannot be scheduled.

"SPO PL No. 97-50" must be typed on purchase orders issued against this price list. Questions regarding these forms shall be directed to Mr. Marc Yamamoto at 586-0569.

This price list is printed on two-sides.

ROBERT J. GOVERNS, CPPB
Procurement Officer

All pads are sold 100 sheets/pad, unless otherwise noted.

<u>FAMIS FORMS</u>		<u>Unit Price</u>
SAF A-08	Unrequired Appropriations to be Lapsed,7/1/83	\$5.25/pad
SAF A-19	Request for Allotment, 10/1/86	3.90/pad
SAF A-20	Agency Internal Journal Entry, 3/1/91	3.90/pad
SAF A-21	Request for Transfer of Funds	4.75/pad
SAF A-27	Journal Voucher	3.65 pad
SAF A-28	Universal Input Form, 7/1/83	4.10/pad
SAF A-47	Batch Slip, 7/1/83	2.95/pad
SAF A-51	Cost Center Table Maintenance, 7/1/85	3.70/pad
SAF A-52	Descriptor Table Maintenance, 7/1/84	3.70/pad
SAF A-54	Vendor Table Maintenance, 9/1/95	2.95/pad
SAF A-55	Project Control Table Maintenance, 7/1/85	3.40/pad
SAF A-57	Department Activity Table Maintenance, 7/1/83	3.70/pad
SAF A-71	Report Request Coding Form, 7/1/85	3.40/pad
SAF C-06	Encumbrance Advice, 7/1/83	4.20/pad
SAF C-07	Unrequired Contract Encumbrance Advice, 7/1/87	3.40/pad
SAF C-08	Summary Warrant Voucher (manual), 1/1/93	3.45/pad
SAF C-12	Payment Coding Input-Vendor Code	3.30/pad
SAF C-13	Payment Coding Input-Vendor Name & Address	3.30/pad
SAF C-23	Invoice List, 7/1/95	3.50/pad
SAF C-30	Assignment of Money by Party to Whom State is Directly Indebted, 7/1/95	5.25/pad

<u>FAMIS FORMS</u>		<u>Unit Price</u>
SAF C-41	Contract Input, 11/1/90	\$ 3.40/pad
SAF C-53	Checks Cancelled, 7/1/95	3.90/pad
SAF C-61	Claim for Lost Check, 7/1/96 (form dated 9/1/95 can be used until 6/30/97)	3.45/pad
SAF C-62	Claim for Non-Received Check, 7/1/96 (form dated 9/1/95 can be used until 6/30/97)	3.45/pad
SAF C-63	Claim for Void Check, 7/1/96 (form dated 9/1/95 can be used until 6/30/97)	3.45/pad
BOH-SPO	Bank of Hawaii Stop Payment Order, 9/95 (this form can be used until 6/30/97)	3.40/pad
BOA-SPO	Bank of America, FSB Stop Payment Order, 7/96	3.70/pad

LEDGER SHEETS (No Longer Available)

PAYROLL FORMS

SAF D-52	Sick Pay Status Change	3.40/pad
SAF D-90	Employee's Designation of Beneficiary, 7/1/90	5.50/pad

EXPENDITURE DOCUMENT FORMS

SAF C-02	Requisition for Service or Supplies, 7/1/76	2.95/pad
SAF C-31	Monthly Mileage Record for State Owned Vehicles, 7/1/76	4.45/pad
SAF C-32	Personal Automobile Trip Record, 7/1/76	.75/pad
SAF C-33	Personal Automobile Mileage Voucher, 7/1/86	2.95/pad

REVENUE & RECEIPT DOCUMENT FORMSUnit
Price

SAF B-10	Bill for Collection, 7/1/76, (white, canary)	\$ 2.95/pad
SAF B-24	Official Receipt Book: bids for receipt books will be solicited by the State Procurement Office at a later date.	

PERSONNEL FORMS

G-1	Application for Leave of Absence, 50 shts/pad, 5/1/76	2.90/pad
DHRD-5	Notification of Personnel Action, singles, 7/86	3.40/pad
DHRD-6	Oath of Loyalty, 2/1/82	1.80/pad
DHRD-7	Attendance & Leave Record, 6/1/86, 100 shts./pkg., white green	11.35/pkg 15.60/pkg
DHRD 206	Position Classification Form, 10/1/83, white pink	3.40/pad 5.25/pad
DHRD 522	Employee Performance Appraisal Summary, 7/93, 50 shts/pad	2.95/pad
DHRD 523 DHRD 524	Performance Categories #1-4 and Employee Development Profile, 7/93 25 sets/pad	6.20/pad
DHRD 523A	Performance Category #5, 7/93, 50 shts/pad	4.25/pad
SF-1	Request for Position Action, 7/1/73	2.95/pad
	Service Award Certificate, No Year, 8-1/2" x 11"	.25/sht
	Department Employee of the Year Certificate, 8" x 10"	.50/sht
	Certificate of Merit, 8" x 10"	.45 sht

SPO Price List No. 97-50
7/1/97 to 12/31/97

PERSONNEL FORMS

	<u>Unit Price</u>
Certificate of Achievement, 8" x 10"	\$.25 sht
Sustained Superior Performance Certificate, 8" x 10"	.45 sht
Special Service Award, 8" x 10"	.45 sht

MISCELLANEOUS FORMS

Telephone Message Pad, "While You Were Out", 4-1/4" x 5-1/2", 100 sheets/pad (color may vary each month)	.80/pad
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